MEMORANDUM

BUREAU OF THE PUBLIC DEBT
OFFICE OF INFORMATION TECHNOLOGY

DATE: July 16, 2004

TO: Division of Procurement
Division of Financial Management

FROM: Sheila Aldsworth, Manager
Administrative Operations Branch

SUBJECT: Criteria for Review of IT Procurements

Administrative Operations Branch (AOB) must review requests for Information Technology (IT) items, including:

- All hardware (mainframe, personal computers, and peripherals)
- All software
- Maintenance
- Telecommunication equipment and services (including pagers and airtime)
- Fax machines
- Label Makers (5 or more)

AOB review is not required on requests for:

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- Copiers
- Copier maintenance
- Microfilm Readers/printers
- Publications/subscriptions
- IT-related expendable supplies; (e.g., floppy disks, print wheels, computer tape, cables, connectors, manuals, memory boards/video boards, RAM, toner for printers, printer ribbons, etc.).

Procurements effected by Credit Card Purchases are subject to the same level of review and must not be processed without AOB concurrence.

Authority: PDI-83-01 Rev. 5
Prepared By: Administrative Operations Branch
Revised: December 13, 2002

NOTE:
Once the above items have been reviewed and approved, you can use the purchase card for the purchase. The approval must be documented in the file.